



King County

Mental Health, Chemical Abuse and Dependency Services Division

Department of
Community and Human Services

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KING COUNTY ALCOHOLISM AND SUBSTANCE ABUSE ADMINISTRATIVE BOARD (KCASAAB) AND KING COUNTY MENTAL HEALTH ADVISORY BOARD (KCMHAB) SPECIAL JOINT MEETING TUESDAY, MAY 12, 2015 King County Chinook Building Room 115 Meeting Notes

KCASAAB Members Present: Lauren Davis, Pat Godfrey, Therese Grant

KCASAAB Members Absent: Elizabeth Andrews, Joan Clement, Roger Goodman, (excused); Mary Ann LaFazia, (unexcused)

KCMHAB Members Present: Lauren Davis, Alicia Glenwell, John Holecek, Kristin Houser, Veronica Kavanagh, Toni Krupski, Katelyn Morgaine, Kathy Obermeyer, Allen Panitch, Heather Spielvogel

KCMHAB Members Absent: Nancy Dow, (excused)

Guests: Chuck Davis (Facilitator); Dan Nelson, Ken Stark (Guests); Janine Boyer (MH Ombuds)

**Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD)
Present:** Bryan Baird, Brad Finegood, Susan McLaughlin, Karen Spoelman

I. WELCOME AND INTRODUCTIONS

Kristin Houser, MHAB Chair, and Pat Godfrey, KCASAAB Chair, convened the special joint board meeting at 4:44 p.m., welcoming the committee and introductions were made by each person in attendance.

Meeting Goals

Board Members will gain a common understanding of the known parameters for the development of an integrated Behavioral Health Advisory Board to begin April 2016; develop a shared understanding of the key functions and principles that are important to each board; define the key products and deliverables that need to be in place in order for the new board to be ready to function; and come to agreement on the structures and process for working together to complete the work.

II. REVIEW OF MENTAL HEALTH BLOCK GRANT (MHBG)

Karen Spoelman, Cross System Contract Services Coordinator, MHCADSD, explained an amendment to the MHBG is warranted. This is due to one of the criminal justice initiatives (CJI) programs, mid-year, indicated to King County an underspent amount of nearly \$100,000. If these funds are left unspent, they will be returned to the state. However, to prevent the underspend from occurring, CJI staff programed the funds into another project, with a new provider, but without approval or King County management knowing of this transaction in a timely manner.

Ms. Spoelman assured MHAB members the funds were appropriated to a CJI program, to help individuals transition from jail settings to the community. This is part of what the Block Grant can fund, making this action allowable. The problem is that King County did not alert the MHAB or the state ahead of time. Ms. Spoelman believes the state will agree with King County to amend the contract, as long as the MHAB has agreed to move forward.

With more planning, King County staff would like to come back and offer the Board programs that are a good fit for the MHBG, and members can work with King County to agree on what the County should move forward with. King County staff will also need to amend the plan just approved by the MHAB and submitted in April 2015 to spend these funds.

Ms. Spoelman asked for forgiveness for her staff, and to let the County move forward to get the funds authorized to be spent for the previous year. Moving forward, staff will return with proposals with the new plan starting July 1, 2015.

A motion to amend the previously approved MHBG to permit the expenditure of funds to Pioneer Human Services for the jail transition program was made and seconded. This motion was approved.

III. OVERVIEW OF AGENDA

Chuck Davis, analogized agenda topics the new Board will need, (the known parameters, key principles and deliverables), like the steps of building a new home.

IV. **KNOWN PARAMETERS AND CONSTRAINTS**

Susan McLaughlin explained the current Board requirements along with the proposed “guard rail” requirements from the state for the new Advisory Board. These currently look like:

Current Behavioral Health Community Advisory Committee Requirements	
Substance Abuse Disorders	Mental Health
<ul style="list-style-type: none"> • May – have county board • RCW 70.96A.300 • 7-15 members • ¼ recovered persons with substance use disorders • Minority group representation • Cannot be a provider • No more than four elected officials • Three year term • 70.96A.320-consider striking, speaks to county applying for funds versus BHO at risk. 	<ul style="list-style-type: none"> • Must – have advisory board • RCW 71.24.300 • 51% Consumer as defined in WAC • Shall include: <ul style="list-style-type: none"> • Representative of demographic character of region • Consumers • Families • Law Enforcement • County w/ not county run RSN • No set term limits
<p>Functions:</p> <ul style="list-style-type: none"> • Strategic Plan Review • Budget Advice to Commissioners • RFP Review • Variable depending on County 	<p>Functions:</p> <ul style="list-style-type: none"> • Block Grant plans • QRT Reports • Quality measures • Strategic Plan • RFP

Proposed Requirements BHO Advisory
<p>Definition of Service Recipient/Individual: Means a person or parent/legal guardian of a person who is receiving or who has received publicly funded behavioral health services and/or self identifies as a person in recovery.</p> <p>SAMHSA working definition of recovery: Defines recovery as: “A process of change through which individuals improve their health and wellness, live self-directed lives, and strive to reach their full potential”.</p> <ul style="list-style-type: none"> • 51% Service recipients of publicly funded MH or SUD services. • Geographic and Demographic mix of service population • No more than four elected officials • No Sub contracted providers • Law Enforcement • Three year term limit

V. SHARING OF BEST PRACTICES & KEY PRINCIPLES FROM BOARDS

Chuck Davis asked the Board Chairs to share their Board's values. Each Board feared their individual voices would be diluted when combined. Although, each Board has a shared passion to support the client, and protect and influence the services provided through various organizations supported by King County. Members discussed having possible subcommittees that allow for these separate passions (mental health, substance use disorder, co-occurring, etc.).

For a full listing of each Board's Core Values & Principles, Key Functions, Structure, and other issues, visit these pages:

KCASAAB Values:

<http://www.kingcounty.gov/healthservices/SubstanceAbuse/Boards/AdministrativeBoard/ArchivedMinutesandMeetingMaterials.aspx>

MHAB Values:

<http://www.kingcounty.gov/healthservices/MentalHealth/Board/ArchivedMinutesandMeetingMaterials.aspx>

VI. BRAINSTORM KEY PRODUCTS AND DELIVERABLES FOR WORK PLAN

Mr. Davis broke all members into small groups to discuss and brainstorm the elements that need to be in place for a new Board to be created such as membership, bylaws, meeting frequency, etc., by the April 2016 deadline. Then, they were asked to identify the top three most important or time sensitive items.

The following were the results of each team.

Group One:

Goals
Mission Statement / Requirements
Bylaws

Group Two:

Bylaws / Mission Statement / Roles and Responsibilities
Membership makeup / background / diversity
Meeting frequency

Group Three:

Mission, purpose, values, and goals of the new Board
Bylaws and decision making
Membership

VII. DISCUSS HOW WE WANT TO ORGANIZE TO GET WORK DONE

Mr. Davis asked the groups to look at their results from above and define the best way to structure the Boards to accomplish the goal.

Group One:

- Full group meets first, quarterly?
 - Define bodies of work
 - Craft mission, values, etc.
 - Create steering committee
 - ❖ Oversight of whole process
 - ❖ Use email
- Create workgroups
 - Keep small: two to three people
 - Group-fluid; ad hoc (Bylaws, Membership, Ordinance, Board Structure)

Group Two:

- King County staff would meet and compare existing bylaws and mission statements and identify commonalities and key differences.
- The two Boards together would decide what to keep, omit, add, etc.
- Create a bylaws subcommittee.

Group Three:

- Goals defined by joint Boards.
- Bylaws developed via ad hoc committee.
- Membership decisions.

Susan McLaughlin asked for the names of members to be involved in this bylaws workgroup. Kristin Houser, Alicia Glenwell, Heather Spielvogel, Therese Grant, and Mary Ann LaFazia were members identified for this workgroup.

Due to the short timeline, Susan also inquired about having another joint meeting in late June, possibly July. A poll will be sent out to all members to determine this date.

There being no further business, the meeting was adjourned at 6:30 p.m.

Prepared by:

Bryan Baird
Recording Secretary

Attested by:

Pat Godfrey, KCASAAB Chair

Kristin Houser, MHAB Chair